

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	Accountant Trainee
<b>Position #:</b>	051-120-4179-xxx
<b>Salary Range:</b>	\$3,240 - \$3,751
<b>Issue Date:</b>	December 22, 2008
<b>Contact:</b>	Lilia Leal (916) 322-5343
<b>Location:</b>	Department Accounting 300 Capitol Mall, Ste. 622 Sacramento, CA 95814
<b>Final Filing Date:</b>	(Statewide) Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Administration and Disbursements Division  
Departmental Accounting Office  
ATTN: Lilia Leal  
300 Capitol Mall, Suite 622  
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. Because of its important work and the value SCO places on its employees, it is one of the best places to work in the State of California.

## Scope of the Position:

Under the supervision of the Senior Accounting Officer (Supervisor), the incumbent, in training and learning capacity, is responsible for performing professional accounting work utilizing the knowledge of accounting principles and procedures, governmental accounting, the uniform accounting system and related laws, and rules and regulations.

Specific duties include, but will not be limited to, the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Researches and reviews deposit receipts submitted by other agencies, federal governments and local entities in order to determine if monies received are appropriately classified as reimbursements for services rendered, general fund revenues, expenditure abatements, transmittal to other agencies or return to originating party.
- Prepares deposits into the State's Centralized Treasury System member banks. This includes inputting cash receipts information into the automated accounting system to create a daily check log detailing amount and fund information, running calculator tapes totaling checks received and preparing deposit slips for submission to the bank. Information captured in the daily check log is used by other accounting staff to remit properly identified monies to the appropriate fund.
- Maintains less complex special funds which duties include posting journal entries and performing monthly reconciliations. Responsible for DAO's Calcard program; including maintaining appropriate documentation for credit card purchases, attaining knowledge of and applying State purchasing rules, reconciling monthly statements to supporting receipts and purchasing documentation, and alerting DAO management of any changes in State rules or procedures that may impact future card usage.
- Preparation of miscellaneous special fund claim schedules and remittance advices. Assemble claim schedules.